

# R -- DFAS Marine Corps Accounting

---

## General Information

|                         |  |
|-------------------------|--|
| Document Type:          | Special Notice   |
| Solicitation Number:    | RFI-DFAS-ASD-04-0301   |
| Posted Date:            | Jan 09, 2003   |
| Original Response Date: | Jan 22, 2003   |
| Original Archive Date:  | Feb 06, 2003   |
| Current Archive Date:   |  |
| Classification Code:    | R -- Professional, administrative, and management support services |

## Contracting Office Address

Other Defense Agencies, Defense Finance and Accounting Service, Acquisition Services,  
Cleveland, 1240 East 9th Street, Room 1441, Cleveland, OH, 44199

## Description

Request for Information (RFI) Fact Sheet The establishment of the Defense Finance and Accounting Service (DFAS) in January 1991 was an important first step in the continuing process to improve the Department of Defense (DoD) finance and accounting operations. Prior to DFAS, DoD performed finance and accounting functions at various installations/activities using non-standard systems and procedures. Over the years DFAS consolidated from 338 offices to 26, reduced manpower by 9,200 positions, reduced systems from 324 to 65, reorganized into business line structure, and received an unqualified audit opinion on its financial statements for fiscal year 2000, 2001 and 2002. DFAS consists of three major business lines, one being Accounting Services. The Accounting Services Business Line is responsible for providing responsive, professional finance and accounting service to the Department of Defense by making payments and collections, recording financial events, classifying, summarizing, and reporting the results of business transactions in financial (monetary) terms, as well as budget execution, and analyzing the results of these processes. This Request for Information (RFI) fact sheet provides an overview of Marine Corps' accounting as performed by DFAS. Marine Corps accounting is a separate product line under the Accounting Business Line. It is primarily performed by the DFAS Kansas City site located in Kansas City, Missouri. Some Marine Corps accounting functions are also performed by DFAS sites located in Honolulu, Hawaii and Yokota, Japan. These remote accounting functions are subsidiary to and feed into the accounting processes executed at Kansas City. Customers are represented by 32 Marine Command Elements and the units they are comprised of. DFAS Kansas City, as the Client Executive, is responsible for ensuring that the Marine Corps customer needs are met, regardless of where the accounting is performed. The major functions encompassing Marine Corps accounting consists of: - Field level which include budgetary and proprietary accounting, reporting and accounting statement preparation for all funds (general/appropriated, working capital, revolving trust) executed by the Marine Corps. As a minimum, this would include accounting for plant, property and equipment and other elements of expense, accounts payable, accounts receivable, cash

accountability, funds authentication. - Departmental Accounting/Reporting involves the consolidation and roll-up of trial balances and subsidiary accounts into consolidated Marine Corps reports. The consolidated reports are submitted to another DFAS site at Cleveland, Ohio (not part of Marine Corps accounting) that subsequently consolidates the Marine Corps information into the Department of Navy (DoN) financial statements. - Disbursing, which is charged with safeguarding US funds through delivery of payments and receipt of collections; providing prompt, accurate and timely disbursing services, and reporting accountability to the Department of Treasury - Management and continual improvement of Accounting processes:

- Accounting systems maintenance and support used to accomplish capturing, transmitting, analyzing, recording and reporting accounting transactions
- Accounting procedures and guidance
- Electronic Commerce and Business Process Improvement Initiatives
- Customer Service and Business Management

For purposes of this RFI, specific accounting functions can be categorized in 13 general areas as follows:

- Maintain General Ledgers - involves receiving and processing data for general ledgers, validating incoming data, performing follow up concerning missing reports and/or data; recording home office and departmental level entries, providing assistance to the field sites, explaining balance issues, submitting final reports, preparing journal vouchers.
- Perform Funds Control - Budgetary Accounting - involves recording obligations, monitoring fund availability, recording expenditures, reconciling fund targets, monitoring reimbursable orders, recording commitments.
- Maintain Accounts Receivable - involves preparing billings, recognizing revenue (establish estimates), establishing receivable/maintain and update account information, recording collections, managing delinquent debt, managing advances, managing unfunded reimbursables.
- Maintain Accounts Payable - involves recording the payment, accruing liabilities, recognizing liabilities and establishing payables, processing payments, maintaining electronic fund transfer data, conducting unliquidated obligation (ULO) reviews, processing billings
- Maintain Inventory Accounting - involves reconciling inventories, processing adjustments, updating inventory, reviewing and validating end of month/year inventory reports, validating and adjusting sales of inventory.
- Perform Property, Plant and Equipment - involves reviewing and validating end of month/year fixed asset reports, preparing journal vouchers for property/plant/equipment, receiving incoming data for property/plant/equipment, reconciling data.
- Perform Payroll Accounting - involves processing payroll data and accruing wages.
- Perform Non-Appropriated Accounting (limited) - involves a limited performance of general accounting functions for non-appropriated funds.
- Maintain Cost Accounting - involves performance of cost accounting and monitoring cost accounting.
- Generate Accounting Reports - involves receiving and processing data for accounting reports, recording installation, departmental, agency, entries for accounting reports, creating installation, departmental and agency accounting reports, providing customer assistance, accumulating information for accounts receivable report, providing trust fund accounting reports, and providing ad hoc financial information reports to the military services, Defense Agencies, Foreign Military Sales (FMS), Non-Appropriated Fund (NAF) organizations, Office of the Secretary of Defense (OSD), Office of Management and Budget (OMB), Treasury or Congress.
- Maintain Cash Reporting - involves processing departmental and detail cash reporting, resolving problem disbursements.
- Perform Disbursing Activities - involves the processing, payment and collection of monies, bond processing, accountability of funds management, field liaison and training, voucher control/balancing/payroll reconciliation.
- Perform Manual work-arounds - involves performing system and process

work arounds. As previously stated, outside of the above 13 general areas, are functions related to the management and continual improvement of the accounting process. This includes accounting systems maintenance and support, accounting procedures and guidance, electronic commerce and business process improvements. The Standard Accounting Budgeting and Reporting System (SABRS) is the system used to support Marine Corps general fund accounting. The system is on one database and supports all Marine Corps accounting, with a number of interfaces to Marine Corps specific systems as well as DoD migratory systems. Data is interfaced to SABRS and in return data is transferred back to originating systems. SABRS is a mainframe system which is supported by the DFAS Kansas City Technical Services Office for programming and systems maintenance, with mainframe support by the Defense Enterprise Computing Command (DECC) St. Louis, Missouri. A couple of the major inputs and outputs of the SABRS system involves the interface of data from the DOD Standard Procurement System (SPS) for which SABRS receives contractual data and extracts the obligation data for itself and contractual data for the Computerized Accounts Payable Systems Windows (CAPSW) to facilitate vendor payments. The Civilian Personnel Resource Reporting System (CPRRS) provides labor distribution reporting for Marine Corps actives worldwide. SABRS provides the labor expense data biweekly to CPRRS to meet this requirement. The Defense Civilian Pay System (DCPS) provides all labor reporting data biweekly for payment of all defense civilian employees. SABRS records commitment, obligation and expense data according to the information provided by DCPS in addition to specific personnel data. The Supported Activities Supply System (SASSY) is a Marine Corps owned supply management system that supplies obligation, expense and inventory management data to SABRS. SABRS in turn provides financial status data to SASSY. Both interfaces exchange data daily. The Standard Finance System (STANFINS) Redesign Subsystem - 1 (SRD - 1) provides disbursement/collection data to SABRS on a daily basis. SABRS in turn provides obligation data to SRD1 to support the disbursement data processed by SRD - 1. Defense Working Capital Fund Accounting is supported by the Defense Industrial Financial Management System (DIFMS) and the Marine Unified Materiel Management System (MUMMS). Disbursing is supported by the STANFINS Redesign Subsystem - 1 (SRD -1) and other minor systems. The process of entitling payments occurs outside Disbursing and where automated uses multiple +systems. The support of these various systems and interfaces resides with a number of DoD entities. The following matrices are provided as supplemental information to this RFI: Transactions Processed - Appropriations Managed: 183 - Departmental Reports: 411 (monthly) - Trial Balances: 6,000 (annually) - Journal Entry Lines: 64M (in fiscal year 2002) - Lines of SABRS program code added to production: 11,837 (calendar year 2002) Staffing (all positions based on authorizations) - DFAS-KC Management Business Improvement: 23 positions - Accounting Systems: 21 positions - Procedures and Guidance: 14 positions - Departmental and Cash Reporting: 32 positions - Field Accounting: 194 positions - Disbursing: 58 positions Total DFAS-KC: 342 positions - DFAS Hawaii: 16 positions - DFAS Japan: 39 positions Total Other: 39 positions Grand Total Accounting Positions: 381 This Request For Information is to assist the Government in determining if there is sufficient industry interest in Marine Corps Accounting to make it a viable candidate for competitive outsourcing in accordance with OMB Circular A-76. DFAS Kansas City will hold an Industry Day in Kansas City on January 24, 2003. The actual location will be determined later. Interested parties are solely responsible for checking [fedbizopps.gov](http://fedbizopps.gov) for the announcement regarding the actual location

address. Parties interested in attending the Industry Day must notify Robert A. Ludvik, Contracting Officer, DFAS-ASD-Cleveland, OH no later than 4:00 p.m. EST, January 22, 2003 via e-mail (robert.ludvik@dfas.mil) or telephone (216-204-1800). An alternate DFAS-ASD point of contact is Brenda Parks, DFAS-ASD-Cleveland, OH, e-mail (brenda.parks@dfas.mil), telephone (216-204-1835). Vendors must include with this notification a brief non-binding statement indicating their potential interest in competing for Marine Corps Accounting if it is competed under OMB Circular A-76 and a brief Statement of Capabilities, to include at least 1: Similar services currently being provided, 2: Best practices utilized in performing services, 3: Critical performance metrics/Standards of service, and 4: Anticipated changes/trends in how accounting services will be provided in the next 5 to 10 years . No decision has been made to pursue competitive sourcing for Marine Corps Accounting. This RFI is not a commitment by the Government to pursue competitive sourcing for Marine Corps Accounting. This RFI is being used solely as a Market Research tool. Industry Day attendance will be strictly limited to no more than 5 representatives per vendor. Vendors may submit questions by e-mail only to the POC's indicated above. Questions must be received no later than 4:00 p.m., EST, January 22, 2003. Answers to questions will be provided as questions are received, at the Industry Day presentation, or both. The Industry Day format will be as follows: 1) DFAS presentation on the Marine Corps Accounting function to all attendees. 2) Questions and Answers. 3) Opportunities for individual vendor presentations consisting of an overview of their capabilities. Presentations will be one-on-one; vendor and DFAS, and be strictly limited to 30 minutes. 4) ) Brief closing statement to all attendees and another opportunity for Questions and Answers.

### **Original Point of Contact**

Robert Ludvik, Supervisory Contract Specialist, Phone 216-522-6845, Fax 216-522-6352, Email robert.ludvik@dfas.mil - Brenda Parks, Contract Specialist, Phone 216-522-6845, Fax 216-522-6352, Email brenda.parks@dfas.mil

### **Place of Performance**

Address: TBD